

**CITY OF FRISCO  
COMMUNITY DEVELOPMENT BLOCK GRANT PY2010  
SOCIAL SERVICE FUNDING PY2011**

**APPLICATION FOR FUNDING**

**APPLICATION DEADLINE:** Applications must be received in the City Manager's Office no later than 5:00 p.m. on Friday, March 12, 2010. They may be mailed or delivered to:

City of Frisco  
Attention: Stacy Brown, Housing and Grant Administrator  
5<sup>th</sup> Floor, City Manager's Office  
6101 Frisco Square Blvd.  
Frisco, TX 75034

**TIMELINE**

February 12, 2010	Applications available.
February 18, 2010	10:00 AM Grant Application Workshop.
March 12, 2010	5:00 PM Application Deadline.
April 7, 2010	6:30 PM Housing Trust Fund Board Meeting – Public Hearing
April 21, 2010	6:30 PM Housing Trust Fund Board Meeting – Public Hearing
May 12, 2010	6:30 PM Housing Trust Fund Board to consider and act on grant allocations.
October 1, 2010	Contracts begin.
September 30, 2011	Contracts expire.

**APPLICANT ELIGIBILITY:**

To be eligible for funding, organizations must be one of the following:

- A. A public or private non-profit, tax-exempt organization, in good standing with the State of Texas, and must have an active Board of Directors in compliance with IRS Section 501(c)(3); or
- B. Local Government entity.

**PROJECT ELIGIBILITY:**

Please review the attached pages titled "Activity Eligibility Rules" to determine whether your project is eligible for funding. Also, please review the attached "Consolidated Plan Goals and Objectives". You will be asked in your application to state which goals you are addressing. Applications that address the goals stated are more likely to receive funding.

**APPLICATION FORMAT:**

An original completed application plus one (1) copy must be submitted in a format ready for copying. Submissions should be unbound, on white paper, in a loose leaf format, printed on one side only, with pages numbered. Do not attach tabs. Please do not

submit any more than the requested information; brevity and clarity are appreciated. Incomplete applications may prevent consideration of your request.

Please provide a one-page summary of your request, followed by the questions in the application, and then the “additional information” listed below. Please use the attached page titled “Application Summary Sheet” to provide the summary, and attach it as the first page of your application. Your answers should not exceed the space provided on the summary sheet.

Please include the following information with your application:

- a. Detailed current annual agency budget, including sources of funds. Include a list of current and planned fund-raising efforts. If you are an area-wide agency, please submit the annual budget for the Frisco office and the services it provides. If you do not have a Frisco office, please indicate the portion of your budget that is designated for Frisco citizens.
- b. Resume of Executive Director.
- c. List of officers and members of your board of directors
- d. A copy of your IRS Letter of Determination certifying tax-exempt status.
- e. A copy of your Certificate of Good Standing from the State Comptroller’s Office. To obtain this document, go to <http://ecpa.cpa.state.tx.us/coa/Index.html>, and search by Tax ID or Company Name. At the next screen, click on your organization name, then click on Certificate of Account Status. If your organization name is now different from the name registered with the Comptroller’s Office, please register the correct name with them. The name on the Certificate should be the name on your application. If you are not in good standing with the State, you will need to take whatever correction action is needed before you can receive funding.
- f. A copy of your Certificate of Liability Insurance. If you do not carry liability insurance in the amounts outlined in the attached Exhibit A, you will be required to do so if a grant is awarded to you.
- g. Evidence of Workers Compensation Insurance
- h. Include one (1) copy of the most recent audit of your financial records, including the management letter.

Applications must be complete at the time of submission. No addenda will be accepted after the deadline date and time unless specifically requested by the City. Applications may NOT be sent by facsimile (fax) or by electronic mail (e-mail).

## **Policy**

The City of Frisco Housing Trust Fund Board will not fund an organization’s program more than the percentage of Frisco clients that are served by the program.

**CITY OF FRISCO  
GRANT APPLICATION SUMMARY SHEET**

**I. ORGANIZATION INFORMATION**

- a. Organization Name
- b. Address Project Address
- c. Director's Name Phone Fax
- d. Director's Title E-mail
- e. Tax I.D. Number
- f. Who should we contact if we have questions concerning this application?  
Name Phone Email

**2. PROJECT INFORMATION**

- a. Project Name/Description/Location
- b. Total Funding Requested
- b-1. Percent of total project costs being requested from the City of Frisco
- c. Summary Description of Project (one or two sentences): Please include:
  - 1. What year did the agency start providing services as a 501©3 agency to the citizens of Frisco?
  - 2. Please explain the staff positions that will be responsible for completing this program.
  - 3. Please describe the staff members experience and capability to complete this program.
  - 4. Does the agency have a Frisco site to provide these services?
  - 5. Does the agency have federal funds experience? If yes, what year did the agency start receiving federal funds? Please list the years of federal funding and the amount per year received.
- d. Total number of clients expected to be served by this project: \_\_\_\_\_
- e. Number of Frisco residents expected to be served by this Project: \_\_\_\_\_
- f. If an existing project, list the number of Frisco Residents served by this project in the last two and one fourth years and list the accomplishments of the program?

### Clients Served

1 <sup>st</sup> Quarter PY 2009	PY 2008	PY 2007

### Accomplishments

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g. Projected cost per client: \$

h. Income Targeting: How many Frisco residents or families are you expecting to be served in the following income ranges?

Less than 30%

Above 80%

30-50%

No income target

50-80%

Other eligible populations served: \_\_\_\_\_

i. What is the total agency budget? \_\_\_\_\_

j. What is the percentage of the total agency budget allocated for administration costs? \_\_\_\_\_

k. Does another agency provide this service?\_\_ If yes:

1. What is the plan to coordinate services?

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2. How is your program unique?

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### 3. CONSOLIDATED PLAN GOALS

Please select the Consolidated Plan goal that your project specifically addresses:

#### HOUSING

- ☐ Preservation of existing affordable housing stock
  - owner-occupied rehab programs in target areas; and
  - in support of preserving existing affordable rental housing
- ☐ Further development of workforce housing opportunities for Frisco's low and moderate income families.
- ☐ Further development of housing opportunities for low-income seniors
- ☐ Support the expansion of the capacity of the Housing Authority to address a broad spectrum of housing issues for low and moderate income families.

#### HOMELESS

- ☐ Continue to support existing transitional homeless support services in the community
- ☐ Focus on support services, counseling programs and career development dedicated to insulating Frisco residents from homelessness.

#### COMMUNITY DEVELOPMENT

- ☐ Support Public Services to the maximum allowable cap (15%)
- ☐ Target infrastructure improvements in target areas that cannot easily be funded with other funding sources.

#### NON-HOMELESS SPECIAL NEEDS

- ☐ Connect housing resources for the low-income elderly and disabled
- ☐ Support, though public service funding, support services and programs for special needs populations.

### 4. CERTIFICATION

The signatory declares that he/she is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge.

Authorized Official's Name (type or print)\_\_\_\_\_

By:\_\_\_\_\_ Date\_\_\_\_\_

Official's Signature

**CITY OF FRISCO  
APPLICATION FOR FUNDING**

1. **Proposed Statement of Work:** *Please describe the activities to be carried out, including the population to be served and the number of persons to be served. The description should define the who, what, where, and how of the activities. It should specifically describe and quantify the services or products to be provided as a result of the expenditure of CDBG funds or Social Service Grant funds, and how these services will be delivered. If this is not an on-going public service, state how long it will take to complete the project. Where appropriate, it should specify how the project will ensure that the intended beneficiaries are being served. **NOTE: If awarded, this statement of work will serve as the basis of statement of work for your subrecipient/recipient agreement.***
  
2. **Need Justification:** *Describe why the project is needed in the community and why CDBG and/or Social Service Grant funds, specifically, are needed to support your project.*
  
3. **Clientele:** *State the percentage of clients who are low and moderate income persons, and what information you collect (pay stubs, tax forms, sworn statements, etc.) to determine their income status. **Please attach your agency's income verification form. This form should have a space for the signature of the client.** Also explain how you conduct outreach to the hard-to-reach component of your target population.*
  
4. **Agency Description:** *Briefly describe the mission and activities of your organization, and explain how the activities to be funded in your grant request fit in with your other activities. Describe the experience of the organization in carrying out the type of activities proposed in this application and the length of time the organization has been involved in providing the proposed services. If the agency does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs.*

5. **Agency Accessibility:** *Please explain how accessible your location is to your clients. Are you geographically easy to reach? How do your clients get to your facility? What are your hours of operation? Are your facilities handicap-accessible? If your proposed activity will be conducted in locations away from your main facility, how will clients access the services?*
6. **Performance Measures:** *What results do you anticipate? Describe how the proposed project fits the needs of the population to be served, how the target population's needs are assessed and the performance measures to be used to evaluate the success of the proposed project. Also include how often you plan to measure success/failure of the project.*
7. **Project Budget:** *Please provide a line-item budget and a narrative describing each line item for your project. Include such things as what equipment is to be purchased or rented, nature of contractual services to be performed, positions to be funded, etc. (See **Recommended Budget Form in Exhibit B**)*
8. **Proposed Work Schedule:** *Please provide a proposed schedule for the use of grant funds. The schedule should provide projected milestones and deadlines for accomplishment of tasks or the delivery of services. These projected milestones and deadlines are a basis for measuring actual progress during the term of the agreement. You should plan to complete all expenditures in time to submit your final reimbursement request by September 30, 2011. **NOTE: The final work schedule will be incorporated into your contract.***
9. **Funding Sources:** *What other sources will fund the program? List all efforts to obtain funding for this project from sources other than the City of Frisco, including all pending or denied applications. **If funding is not granted, will the project go forward?** Is there a sustainability plan in place to assure the project continue after/if the funding ends; if yes, explain how funding will be provided, and describe any reduction in services that would result from the loss of funding?*

10. **Volunteers:** *Will you utilize volunteers for the program for which you are requesting funds? If so, please describe how these volunteers will be utilized for the proposed activity and estimate the amount of volunteer time to be dedicated to the project.*
- a. Give examples of the ways that your board of directors volunteer.*
  - b. Does the agency receive donated goods or items to be used for this program? If yes, what are the items and who are the donors?*
11. **Partnerships:** *List all agencies or organizations with which you are collaborating for your project.*
12. Provide any other information that may be pertinent to this application that was not stated in previous questions.



### Instructions for Application Summary Sheet:

Most lines are self-explanatory, and therefore are not addressed below. Lines which may need explanation are the following:

- 2b-1. State the percentage of the total project costs that are being requested. If you expect to spend \$50,000 on the project, but you are requesting only \$30,000 in grant funds, you would enter 60% on this line.
- 2d. State the total number of individuals that you expect to serve through this project.
- 2g. Cost per client is determined by dividing the total project cost by the number of individuals or households that you intend to serve.
- 2h. CDBG funding must provide assistance to low-income residents. The purpose of this question is to determine whether your proposed project is targeted to assist any particular income group, or just low-income people in general. Please indicate the intended range of income that you plan to assist. For example, if you intend to assist persons who earn less than 30% of the median income, you would check that line. To help clarify this question, the following table lists the income level by family size and percent of median income. For example, if a client has a household size of three, and their total household income is \$18,900, the family would fall in the 30%-50% income range.

Household Size	Percent of Median Income		
	30%	50%	80%
1	13,950	23,300	37,250
2	15,950	26,600	42,550
3	17,950	29,950	47,900
4	19,950	33,250	53,200
5	21,550	35,900	57,450
6	23,150	38,550	61,700
7	24,750	41,250	65,950
8	26,350	43,900	70,200

- 3. Each funding request should address a goal of the City's Consolidated Plan. Please see the page entitled: "Consolidated Plan Goals and Objectives", and indicate on the Summary Sheet the goal or objective your funding request will address.

## CDBG ACTIVITY ELIGIBILITY RULES

### CDBG GRANT RULES

**NATIONAL OBJECTIVES** - All activities funded by the Community Development Block Grant (CDBG) must meet one of the following two National Objectives:

**Objective No. 1.** Activities must primarily benefit low and moderate income persons, meaning that at least 51% of clients served must have low and moderate income. Low and moderate income is defined by the Dallas Metropolitan Statistical Area guidelines established by HUD, and revised annually. These maximum limits currently are:

<u>Number In Family</u>	<u>Maximum Income</u>	<u>Number In Family</u>	<u>Maximum Income</u>
1	\$37,850	5	\$ 58,450
2	43,300	6	62,750
3	48,700	7	67,100
4	54,100	8	71,400

Normally, each organization receiving CDBG funds must obtain written proof of income for each person or household assisted, to determine their eligibility. However, the following groups are presumed by HUD to meet this criterion, and no proof of income is required: abused children, battered spouses, elderly persons, severely handicapped persons, homeless persons, illiterate persons, and migrant farm workers.

**Objective No. 2.** Activities must aid in the prevention or elimination of slums or blight, either on an area basis or on a spot basis. The slum or blighted area must be so designated by the City.

**ELIGIBLE ACTIVITIES** - The following activities may be funded by the Community Development Block Grant, so long as they meet one or more of the National Objectives stated above:

1. Acquisition of real property by purchase, long-term (15+ years) lease, or otherwise. A five-year forgivable lien for the amount of the purchase is required. Acquisition which would result in the relocation of an existing business or resident will normally not be funded. Please discuss this with City staff before submitting your application.
2. Disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds, with the proceeds from such disposition to be returned to the City of Frisco.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, including homeless shelters, convalescent homes,

hospitals, nursing homes, battered spouse shelters, halfway houses, and group homes for mentally retarded persons. These projects are subject to the enforcement of the labor standards provisions of the Davis-Bacon Act, the Copeland Act, and the Contract Work Hours and Safety Standards Act. As such, all construction projects will be required to comply with these provisions which include the payment of the applicable federal wage rate with benefits; compliance with overtime pay requirements, and contractor and subcontractor eligibility requirements. In addition, projects will also be subject to the bidding and procurement requirements of 24 CFR Part 85.

4. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites.

5. Provision of public services (including labor, supplies, and materials) which are directed toward improving the community's public services and facilities, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, or recreational needs. In order to be eligible, a public service must be either a new service, or a quantifiable increase in the level of a service above that which has been provided to residents of Frisco during the previous 12 months. The total amount of CDBG funds used for public services may not exceed 15 percent of the total City of Frisco CDBG grant.

6. Removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings, facilities, and improvements.

7. Rehabilitation of privately and publicly owned buildings and improvements for residential purposes. If the rehabilitation will disturb or paint over existing paint, costly lead-paint abatement may be required. Please discuss this issue with City staff before submitting your application.

8. Rehabilitation of publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations.

9. Improvements to buildings to increase energy efficiency.

10. Removal of lead based paint from residential structures.

11. Rehabilitation, preservation, or restoration of historic properties.

12. Provision of credit, technical assistance, and general support (including peer support programs, counseling, child care, transportation, etc.) for the establishment, stabilization, and expansion of microenterprises. A microenterprise is a business with five or fewer employees, one or more of whom owns the business.

13. Provision of assistance to a private for-profit business where appropriate to carry out an economic development project. Any project funded must be able to document the creation or retention of a certain number of jobs, depending on the type of project proposed and the amount of funding requested.

**INELIGIBLE ACTIVITIES** - The following activities MAY NOT be assisted:

1. The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible.
2. CDBG funds may not be used for political purposes or to engage in partisan political activities, or for lobbying of local, state, and federal legislators.
3. Long term subsistence payments (longer than three months) for such needs as rent and utilities are ineligible.
4. Landscaping and tree trimming are not eligible expenses.
5. Mortgage payments for agency properties are not eligible, although rent payments may be eligible if the building is one in which services are provided directly to clients.
6. Administrative costs which do not provide services to clients. Examples: the salary of an administrative assistant who does not work directly with clients would not be an eligible expense; the rent for administrative office space would not be an eligible expense unless services are provided directly from that office space.

**OTHER REQUIREMENTS**

**RULES AND RECORD-KEEPING REQUIREMENTS** - Successful applicants will be required to sign a contract with the City which will state all the requirements to be placed on the applicant. In general, the following will apply to all applicants:

1. Written records to justify all expenditures and client eligibility must be maintained for a period not less than five years after the full amount of the grant is expended. Your records will be reviewed by the City, and may also be reviewed by HUD. Undocumented expenditures must be repaid to the City.
2. You will be required to maintain the City's minimum insurance standards for the length of the contract. A copy of your Certificate of Liability Insurance form (not a Binder) must be provided to the City as evidence of insurance before any funds can be disbursed to you.
3. You must agree to administer the CDBG program in accordance with OMB Circular A-122, "Cost Principles for Non-Profit Organizations," and 24 CFR Part 84 of

the Federal regulations. In addition, if you are awarded \$300,000 or more, you will be required to comply with the Single Audit Act of 1984. Your accountant should be familiar with these requirements.

5. You will be required to provide quarterly reports stating the total number of persons served, including their income and ethnic origin, and whether they are female heads of household. These figures are required to be reported by HUD.

6. **You will be required to obtain written proof of income for each person or household you assist, unless your clients are abused children, battered spouses, elderly persons, severely handicapped persons, homeless persons, illiterate persons, or migrant farm workers.**

7. You must have a written policy in place designed to ensure that your facilities are free from the illegal use, possession, or distribution of drugs or alcohol.

8. If any income is derived from the activities funded by CDBG, that income must be accounted for and returned to the City, or used according to requirements stated in your contract.

9. In the event that HUD or the City should determine that CDBG funds were improperly spent, and that money should be reimbursed to the U. S. Treasury, your organization will be responsible for this reimbursement.

**FAITH-BASED ORGANIZATIONS** - Executive Order 13279 requires federal programs to treat all organizations fairly and without regard to religion. The following rules apply to these organizations:

1. Faith-based organizations retain their independence over their governance and expression of their beliefs. They may constitute their boards on a religious basis, display religious symbols and icons, and retain their civil right to hire only employees that share their beliefs, to the extent consistent with governing HUD program statutes. However, faith-based organizations may not discriminate in hiring people who will be delivering services which are supported by HUD funding.

2. Direct HUD funds may not be used to support inherently religious activities such as worship, religious instruction, or proselytization. A faith-based organization may still engage in such activities so long as they are voluntary for program participants and occur separately in time or location from the activities directly funded under a HUD program.

3. Faith-based organizations, like all organizations under HUD-funded programs, must serve all eligible beneficiaries without regard to religion. For example, an organization receiving HUD funds may not restrict HUD-funded services to people of a particular religion or religious denomination.

4. Faith-based organizations may receive HUD funds to acquire, rehabilitate, or repair buildings or other real property, so long as the funds only pay the percentage of the total cost attributable to HUD activities. However, HUD funds may not be used to acquire or improve sanctuaries, chapels, and other rooms that a HUD-funded congregation uses as its principal place of worship.

**CITY OF FRISCO  
SOCIAL SERVICE GRANT  
GENERAL FUND POLICY PY 2011**

**1. PURPOSE AND PROGRAM GOALS**

- A.** The purpose of this document is to establish and standardize the policies of the City of Frisco's Social Service General Fund Grant Program so as to promote fairness and equitable treatment of applicants and recipients of program services.
- B.** The goal is to allow all non-profit social service agencies serving City of Frisco residents to apply for general revenue Social Service Grants. The Housing Trust Fund and City Staff will review all applications and make recommendations for funding to the City Council for approval.
- C.** The City of Frisco's Social Service Grant Program is funded by the City of Frisco general fund.

**2. APPLICATION PROCESS**

**A. Applicant Eligibility:**

To be eligible for funding, organizations must be a public or private non-profit, tax-exempt organization, in good standing with the State of Texas, and must have an active Board of Directors in compliance with IRS Section 501(c)(3) or a local government entity.

**B. Project Eligibility:**

The project must be implemented by a non-profit social service agency serving City of Frisco residents.

**C. Notification of Funding:**

A Notice of Available Funding and public hearings are published in the *Frisco Enterprise* newspaper. In addition, agencies from prior application cycles and new organizations that have requested notice are sent a letter notifying them of the availability of funding.

**D. Application Access**

Applications may be downloaded from the website [www.friscotexas.gov](http://www.friscotexas.gov) or are available at the City of Frisco, 6101 Frisco Square Blvd., 5<sup>th</sup> Floor, C516, Frisco, Texas 75034.

**E. Application Training**

Application Training will be held on February 18, 2010 from 10:00 AM – 11:00 AM.

**F. Application Format:**

An original completed application plus one (1) copy must be submitted in a format ready for copying. Submissions should be unbound, on white paper, in a loose leaf format, printed on one side only, with pages numbered. Do not attach tabs. Please do not

submit any more than the requested information; brevity and clarity are appreciated. Incomplete applications may prevent consideration of the request.

Please provide the one-page summary of your request, followed by the questions in the application, and then the "additional information" listed below. Please use the attached page titled "Application Summary Sheet" to provide the summary, and attach it as the first page of your application. Your answers should not exceed the space provided on the summary sheet.

Please include the following information with your application:

- k. Resume of Executive Director.
- l. List of officers and members of your board of directors
- m. A copy of your IRS Letter of Determination certifying tax-exempt status.
- n. A copy of your Certificate of Liability Insurance. If you do not carry liability insurance in the amounts outlined in the attached Exhibit B, you will be required to do so if a grant is awarded to you.
- o. Evidence of Workers Compensation Insurance (if applicable)
- p. Include one (1) copy of the most recent audit of your financial records, including the management letter.

#### **G. Application Submission:**

Applications must be complete at the time of submission. No addenda will be accepted after the deadline date and time unless specifically requested by the City. Applications may NOT be sent by facsimile (fax) or by electronic mail (e-mail). Applications may be mailed or delivered to:

City of Frisco  
Attention: Stacy Brown, Housing and Grant Administrator  
C516  
6101 Frisco Square Blvd.  
Frisco, Texas 75034

### **3. CITIZEN FUNDING ALLOCATION PROCESS**

The Housing Trust Fund Board is a group of five citizens appointed by the City of Frisco City Council with the responsibility of making funding recommendations to the City Council. Recommendations are made to City Council based upon the review of applications and the public comments received including written and verbal at the public hearings. The Housing Trust Fund Board then forwards their Social Service funding recommendations to the City Council. The City Council considers and acts upon the recommendations during a City Council meeting.

#### **A. Social Service Training**

##### **1. Award Training**

Social service agencies are contacted through an award letter notifying them of the amount of the award and the date of the award training. During the training, program rules are explained in addition to reporting and reimbursement, and



monitoring procedures.

## **2. On-going Training**

During the program year, City staff is available for program training. These trainings are held on an as needed basis. Types of training include: funding use, demographic reporting, and financial management.

### **B. Contracts**

At the conclusion of the Award Training, contracts will be available for the social service agencies to sign. The contract is a legal agreement between the agency and the City of Frisco regarding Social Service General Funds. Please see the attached Application, "OTHER REQUIREMENTS. Amendments to contracts must meet City of Frisco program requirements.

## **4. REPORTING**

### **A. Program**

Social Service agencies are responsible for reporting beneficiary demographic information and program accomplishments on a quarterly basis and a year end report to the City of Frisco Housing and Grant Administrator, 6101 Frisco Square Blvd., Frisco, Texas 75034. Please see the attached reporting forms.

### **B. Financial**

Social service agencies are responsible for reporting financial expenditures quarterly and at the end of the program year to the City of Frisco Housing and Grant Administrator, 6101 Frisco Square Blvd., Frisco, Texas 75034. Please see the attached financial report.

### **C. Submission of Reports**

Quarterly reports are due within 30 days of the end of the quarter. For example, first quarter reports are due by January 30 because the end of the first quarter is December 31. Final or year-end reports are due by October 30.

### **D. Reimbursement of Expenditures**

Upon receiving and reviewing quarterly reports, invoices, and financial reports, social service agencies will be reimbursed for eligible expenses.

### **E. Record Retention**

All Social Service Grant records must be retained by the agency for a period of not less than five years after the funds have been expended.

### **F. Property and Assets**

Social Service agency property and assets are accounted for on the Property and

Asset form. Property and Assets will be monitored on a yearly basis to prevent loss, damage, and theft.

## **EXHIBIT A INSURANCE REQUIREMENTS**

The Agency shall procure and maintain for the duration of the grant Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the services performed or to be performed hereunder by the Agency, its agents, representatives, employees, volunteers, officers, director, or subcontractors.

The Agency shall maintain insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate and will be as broad as ISO Form Number GL 0002 (Ed 1/72) covering Comprehensive General Liability and ISO Form Number GL 0404 covering Broad Form Comprehensive General Liability, or ISO Commercial General Liability coverage ("occurrence") form CG 0001). Coverage will include:

- A. Premises - Operations;
- B. Broad Form Contractual Liability;
- C. Broad Form Property Damage; and
- D. Personal Injury

The policy will be endorsed to contain the following provisions: The City, its officers, officials, employees, volunteers, Boards and Commissions are to be added as "Additional Insureds" as respects to liability arising out of any activities performed by or on behalf of the Agency. The policy shall contain no special limitations to the scope of coverage afforded to the City. The Agency's insurance coverage shall be primary and any insurance or self-insurance shall be in excess of the Agency's insurance and shall not contribute with it.

Insurance Company Qualification: All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated an A.M. Best rating of at least an "A" or other equivalent rating service.

The Agency shall furnish the City with a certificate of insurance which shows the coverage provided. The insurance policy will be endorsed to state the coverage shall not be suspending, voided, canceled, non-renewed, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

If an applicant is awarded funding under the City of Frisco CDBG program, additional insurance may be required based on the types of services being provided by the grantee.

## EXHIBIT B

### Expenses Form

Provide a breakdown of the how the requested funds will be used.

Expense	Overall Agency Proposed Budget	Frisco Request	Other Sources of Funding	
			Funder	Amount
<b>Totals</b>	<b>0</b>	<b>0</b>		<b>0</b>